

VILLAGE OF BRIDGEVIEW



REQUEST FOR QUALIFICATIONS FOR ELECTRIC AGGREGATION

ISSUE DATE: JUNE 25, 2012
DEADLINE: JULY 23, 2012

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I. GENERAL INFORMATION

A. Introduction. The Village of Bridgeview, Illinois (the “Village”) is proud to issue this request for qualifications (“RFQ”) to qualified firms for our electric aggregation selection process. Written qualifications submitted in response to this RFQ shall comply with the instructions and procedures set forth herein.

Parties interested in receiving a copy of this RFQ must provide a contact name, address, telephone number and email address to the Village.

B. Purpose. The purpose of this RFQ is to establish criteria for the selection of a firm to act as the exclusive vendor for Electric Aggregation Services (the “Aggregator”) for Bridgeview, Illinois (the “Village”). It is the Village’s intention to establish a long term business relationship, but the Village will review the performance of the selected party (or parties) on an as need basis and at least annually. The Village reserves the right to: (1) reject all qualifications submitted in whole or in part. The Village reserves the right, in its sole and absolute discretion, to cancel or modify this RFQ in part or in its entirety.

C. About the Village. The Village is a home rule municipality located in southwestern Cook County, Illinois, approximately thirteen (13) miles from downtown Chicago. The Village was incorporated in 1947. The Village is populated by approximately 16,000 persons.

D. Response Format. Qualifications sent in response to this RFQ must include the name of the firm and the name of the person submitting the response. Responses should follow the format as outlined in the RFQ Questions section. All responses must be signed by a representative authorized to make a binding commitment on behalf of the party submitting the response.

E. Instructions. The Village must receive five (5) executed copies of all responses no later than 4:00 p.m. on July 23, 2012. Late responses will not be accepted. Responses submitted by electronic mail and facsimile will not be accepted. All responses should be delivered as addressed below:

Office of the Village Clerk
Village of Bridgeview
7500 South Oketo Avenue
Bridgeview, Illinois 60455
(708) 594-2525

All questions regarding the RFQ should be sent to Mike Porfirio, Chairman of the RFQ Committee, by email to mporfirio@villageofbridgeview.com by 5:00 p.m. CST on July 16, 2012. All questions received prior to will be addressed via email by July 20, 2012 at 5:00 p.m.

F. Remuneration. Interested parties are to present an outline of the fee schedule to be utilized in connection with the presented services as specified in the RFQ Questions section. Proposed investments will be considered in remuneration proposals.

G. Oral Interviews. After receipt of all responses, the Village will review and evaluate submissions based on all of the criteria stated in this RFQ. The Village may request oral interviews to allow the most qualified candidates to clarify their responses or further define their offer. All oral interviews shall be at the expense of the person granted the oral interview. If needed, oral interview will take place the weeks of August 6 and 13, 2012.

H. Timeline. The Village anticipates that its review of the responses submitted to this RFQ shall take two (2) weeks.

I. Public Records. Any response received under this RFQ constitutes a public document that may be made available to the public upon request under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140/1, *et seq.*) and other applicable laws and rules.

II. SCOPE OF SERVICES

This section provides the minimal requirements that may be expected from your firm pertaining to the needs of the Village. Firms not meeting the minimum requirements may be eliminated from further consideration.

A. Minimum Qualifications.

(1) All active licenses necessary in the State of Illinois to operating a business of this nature.

(2) Firms shall submit evidence of compliance with all equal opportunity employment and affirmative action laws when and to the extent these requirements are applicable (which will be satisfied by an affirmative certification to the same).

(3) Firms shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.

B. Additional Service Requirements.

(1) The Aggregator will provide satisfactory evidence to the Village of its commercially reasonable policies of insurance, including, but not limited to: general liability, and, to the extent possible, shall name the Village, its Mayor, Board of Trustees, officials, officers, employees, consultants, insurers, attorneys and independent contractors as Additional Insureds.

III. RFQ QUESTIONS

A. Company Background.

A. Please describe your firm's history, ownership, financial condition and client base including, but not limited to: 1) years in business; 2) total number of employees in the firm as well as the primary office; 3) management and organizational structure; 4) company culture, business philosophy and service model; and 5) latest annual report/financial statements.

B. Please indicate the total number of your municipal and large corporate clients and a provide summary of services provided to the same.

C. Service Team.

(1) Describe your firm's expertise in the delivery of electric aggregation services with municipal clients.

(2) Describe the exact individuals that would be assigned by you to work on the aggregation account. Briefly describe the duties and responsibilities that each individual will have regarding the Village and the requested services.

D. Supplemental Information. Additionally, please be prepared to address, at a minimum, the following and your management style related to:

(1) Your firm's ability to handle the Village's electric needs

(2) Level of customer service to be provided to customer

E. Client References.

(1) Provide a listing of representative public sector clients.

(2) Provide at least five (5) references of current clients, include their name, address, contact person, phone number, email address and length of service.

(3) Provide a list of clients that have terminated your services in the last three (3) years. Include company name, address, contact person, phone number, email address and length of service.

(4) Include a list of all lawsuits filed against your firm regarding services rendered.

IV. EVALUATION CRITERIA

Please be prepared to discuss your firm's advantages over others in the industry, particular as it relates to maximizing the Village residents direct savings, your firm's commitment to customer service, the ability to coordinate a successful transition and the firm's ability to seamlessly implement the electric aggregation program.

Finances will not be the only factors upon which the Village will make its selection. The following factors will be used to determine a firm's qualifications to service the Village. The order of the following factors does not determine any relative ranking:

- (1) The firm meets all of the Village's requirements;
- (2) Demonstrated knowledge and experience;
- (3) Conformance with specifications of the RFQ and completeness of the questionnaire responses;
- (4) The firm's ability to provide the products and services that are in the best interests of the Villages;
- (5) References; and
- (6) Other matters not herein specifically enumerated.

Selection does not guarantee the award of a contract. This RFQ shall not create any legal obligation of the Village to evaluate any response that is submitted or to enter into any contract or any other agreement with an individual or firm who submits a response except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable. All proposals should contain an affirmative statement that there is no "conflict of interest" with the Village and the firm.

The Village reserves the right to reject all qualifications received and the right to waive non-material formalities and technicalities according to the best interests of the Village. Any qualifications submitted shall be binding for sixty (60) days following the Village's opening and review of the same. The Village reserves the right to terminate the services provided by the Aggregator. In person interviews may be scheduled to finalize the selection.

By submitting a response the firm providing the qualifications acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.